

**TRECA Digital Academy**

**REGULAR MEETING MINUTES**

April 20, 2022 @ 9:00 a.m.  
2<sup>nd</sup> Floor Conference Room  
107 N Main Street  
Marion, Ohio

**Board of Directors present for the meeting:**

Kate Fisher (President)  
Jim Craycraft  
Vaughn Sizemore (Vice President)  
Ray Funk

**Board of Directors absent for the meeting:**

Fran Voll

**Meeting Participants**

Adam Clark – Executive Director of TRECA Digital Academy  
Jessica Wake – Treasurer of TRECA Digital Academy

**Agenda & Other Items of concern**

**A. “RESOLVED, that the Board of Directors approves the minutes from the March 16, 2022 regular meeting as submitted.”**

Jim Craycraft moved to approve item 2022.04.6A, Vaughn Sizemore seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

**Fiscal Officer Report and Recommendations**

**A. “RESOLVED, that the Board of Directors approve the attached Fiscal Officer report as submitted.”**

Vaughn Sizemore moved to approve item 2022.04.7A, Ray Funk seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

**B. “RESOLVED, that the Board of Directors approve the health, dental, vision and life insurance rates as presented, at no change to employee premiums for 2022-2023.”**

Vaughn Sizemore moved to approve item 2022.04.7B, Jim Craycraft seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

### **Executive Director's Report and Recommendations**

**A. "RESOLVED, that the Board of Directors approve the submitted list of seniors for graduation, subject to their meeting all school and state requirements."**

Fran Voll moved to approve item 2022.04.8A. Kate Fisher seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

**B. "RESOLVED, that the Board of Directors approves the purchases submitted at the recommendation of the Executive Director.**

- VectraTek Solutions - \$70,000.00
- E-Therapy LLC - \$20,000.00
- WhyTry - \$12,000.00
- Aha! Process Inc - \$5,475.00
- Laipply's (*Then & Now*) - \$981.21
- Desire2Learn (*Then & Now*) - \$68,000.00
- At-Risk Youth National Forum - \$21,000.00"

Jim Craycraft moved to approve item 2022.04.8B. Ray Funk seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

**C. "RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the following personnel action item(s);**

- **Resignation of Jeremy Lucas as Mobile Device Specialist, effect April 1, 2022.**
- **Resignation of Rachel Jarvis as Student Attendance Specialist, effective April 29, 2022.**
- **Retirement of Cynthia Culver as Intervention Specialist, effective April 10, 2022.**
- **Stipend for each mentor participating in the Resident Educator Program; Lisa Adkins and Daniel Daily."**

Jim Craycraft moved to approve item 2022.04.8C. Vaughn Sizemore seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk  
Nays: None

Kate Fisher declared the motion approved.

**D. “WHEREAS, the COVID-19 pandemic has expanded the need for professionals with online and distance learning experience in Ohio school;**

**AND WHEREAS, the retention of TRECA employees is essential to ensuring the continuity of services to students dealing with the impact of the COVID-19 pandemic;**

**THEREFORE BE IT RESOLVED, that the Board of Directors approve a \$2,000 bonus, to be paid to all full-time TRECA employees that were employed during the FY22 school year and have maintained full-time employment with TRECA through September 1, 2022.**

**AND FURTHER BE IT RESOLVED, that the Board of Directors approve a \$2,000 bonus, to be paid to all part-time employees that were employed during the FY22 school year and have maintained part-time employment with TRECA through September 1, 2022, pro-rated to their average weekly hours worked against a forty hour week.”**

Vaughn Sizemore moved to approve item 2022.04.8D. Kate Fisher seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk

Nays: None

Kate Fisher declared the motion approved.

**E. “RESOLVED, that at the recommendation of the Executive Director, the Board of Directors approve the attached instructional service agreements for the 2021-2022 school year between TRECA Digital Academy and the following.**

- **River Valley Local Schools**
- **New Lebanon Local Schools**
- **Worthington City Schools**
- **Findlay Digital Academy**
- **Allen East Local Schools”**

Kate Fisher moved to approve item 2022.04.8E. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk

Nays: None

Kate Fisher declared the motion approved.

**F. “RESOLVED, that the Board of Directors approve the service agreement with Ron Stewart & Associates LLC for the 2023 fiscal year as submitted”**

Kate Fisher moved to approve item 2022.04.8F. Ray Funk seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk

Nays: None

Kate Fisher declared the motion approved.

**G. “RESOLVED, that the Board of Directors approve the 3-year service agreement with Tech Guard Security as submitted.”**

Vaughn Sizemore moved to approve item 2022.04.8G. Jim Craycraft seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk

Nays: None

Kate Fisher declared the motion approved.

**H. “WHEREAS, the vehicle (VIN 1N6BF0KY9CN102704) is in significant disrepair and the cost of repairs exceeds the value of the vehicle, the Board of Directors finds it in the School's best interest to replace the vehicle;**

**NOW THEREFORE BE IT RESOLVED, that the Board of Directors authorize the Executive Director to trade-in the existing vehicle (VIN 1N6BF0KY9CN102704) and purchase a replacement for up to \$40,000.”**

Kate Fisher moved to approve item 2022.04.8H. Ray Funk seconded the motion

Ayes: Kate Fisher, Jim Craycraft, Vaughn Sizemore, Ray Funk

Nays: None

Kate Fisher declared the motion approved.

### **Discussion**

Adam Clark, executive director, provided the board with an update to ongoing student residency records review. TRECA enrollment staff continue to work with families on updating proof of residence documentation, to accurately identify each student's district of residence.

In addition, Mr. Clark shared the summer schedule for the board's regular meetings. Due to a conflict on the originally scheduled meeting for June 15<sup>th</sup>, the regular meeting will take place on June 22<sup>nd</sup>. The meetings for May 18<sup>th</sup>, July 20<sup>th</sup> and August 17<sup>th</sup> will go ahead as scheduled.

Finally, Mr. Clark made the board aware of the upcoming end to the lease for TRECA's Southwest office in Springfield. Details are still being negotiated, but a lease for a new space will be brought to the board in May.

### **Adjourn**

Ray Funk motioned to adjourn the meeting.

Jim Craycraft seconded the motion.

Motion declared and meeting adjourned 10:00 AM